

Gatton Travel: An Overview

The [University of Kentucky's policies](#) for travel and reimbursement of travel expenses provide a clear framework for all University entities. While the University's policies are the definitive reference, Gatton College requires faculty and staff travelers to utilize UK's Travel Services (only [Concur](#) or [AAA Corporate Services](#)) for purchasing airfare. The following guidelines for Gatton College faculty and staff provide further instruction for each stage of the travel process for travelers and those that may assist in preparing a traveler's itinerary: Pre-Travel, Business Travel, and Post-Travel.

- I. **Pre-Travel Status:** The items listed in this first section include a web-based form, which is submitted to inform the College of travel as well as a variety of types of reservations that can be made by a traveler.
 - A. **Pre-Approval Form:** Completing Gatton College's web-based [Travel Preapproval Form](#) establishes a master record for a trip with the Business Office and your supervisor. When the traveler [enters expenses](#) for a trip, the preapproval record will be available in a dropdown field.
 - i. Estimated Cost (optional field): Any business-related travel should have an estimated budget discussed between the traveler and respective Department Chair/Director.
 - ii. Reminders: The Preapproval form contains policy reminders for the traveler and the Business Office will respond with assistance in travel-planning and/or policy inquiries.
 - B. **Reservations:** While Gatton College requires use of [UK Travel Services](#) for airfare, the University prefers all reservations (hotel, rental car, etc.) be made through UK Travel. There are rare occasions when this is neither possible nor practical. Here is some guidance for each type of reservation.
 - i. **Airfare:** Gatton College faculty and staff must purchase airfare through UK Travel Services (Concur or AAA Corporate). Any airfare that is available via a non-UK vendor should be available through [Concur or AAA](#). If not, permission from Patty Brophy (Director, Travel Management Services) is required in order to use a Procard to move forward with a purchase of airfare outside of UK Travel Services. Several scenarios require securing a valid airfare cost comparison. Please see document titled, "UK Travel: Common Mistakes" to see when a cost comparison is required and

when a traveler should and should not use a Procard to purchase airfare.

- ii. **Motor Vehicle Travel:** A traveler may rent a vehicle through [UK Motor Pool](#) or [Concur](#) or use her/his own private vehicle for travel. Should motor vehicle travel exceed 400 miles one-way, a valid [Air vs. Auto Cost Comparison](#) must be secured per University policy, which will determine how much money is reimbursed to the traveler. Insurance should not be purchased for rental vehicles as UK faculty/staff are covered by [UK's Fleet Insurance Policy](#) when in business-travel status (not for personal days though).
- iii. **International Travel:** Any faculty/staff traveling internationally is required to register with [UK's International Travel Registry](#). Please see below (vi) for instructions for Foreign Lodging.
- iv. **Seat Class:** UK faculty/staff can only use coach/economy class (up to Comfort+ or airline equivalent) with the exception of "business" class for legs of plane trips that last longer than 8 hours. Again, "business" class can only be purchased for that particular leg of the trip. The shorter legs of such a trip are not included in that exception.
- v. **Domestic Lodging:** Concur provides a wide array of domestic lodging options. While there is not a maximum allowable amount to spend on domestic lodging, the hotel chosen should be reasonably priced and the lowest single room rate. Allowable expenses on a lodging bill include room, tax (except for sales tax within Kentucky when using Procard), Wi-Fi/internet for business purposes, and parking for business purposes.
- vi. **Foreign Lodging:** When traveling internationally, the traveler is to remain at or below the maximum [Federal lodging per diem](#) for a particular city. Concur will price the hotel for you, giving the cost per night (without taxes) and the estimated total cost (with taxes). The latter is the key figure since it includes taxes. If the traveler's lodging exceeds the maximum Federal lodging per diem rate, the Procard cannot be used to pay, and the traveler would be reimbursed only the per diem rate.

- II. **Business Travel Status:** While in Business Travel Status, traveler might require assistance from a travel agent. Both [Concur](#) and [AAA Corporate Services](#) offer assistance 24 hours a day to address any issue regarding your reservation.
- A. **Air Travel:** If a flight is canceled or delayed, traveler is to contact AAA Corporate Services (1-800-354-4514 – 24 hours) or UK's Concur Help Desk at 859-323-5354 (during working hours).
 - B. **Lodging:** When booking lodging through Concur or AAA Corporate Services, an agent will most likely be able adjust your reservations should any issues arise with traffic or air delays. If hotel unexpectedly reaches capacity, that particular hotel should be able to set up lodging at a different hotel for the traveler. Beyond issues with reservations, there are also other important points regarding lodging, allowable expenses, and reimbursement.
 - i. **Allowable Expenses:** Hotel parking and Wi-Fi / internet access (both for business purposes only), room and tax are permissible charges to a Procard (with the exception of sales tax within Kentucky) and are reimbursable if the traveler pays with personal credit card.
 - ii. **Unallowable Expenses:** When paying with personal credit card, the traveler can purchase room service or an upgrade to a room, however, said expense would not be reimbursed beyond meal per diem rates and a single room rate.
- III. **Post-Travel Status:** Upon the traveler's return, s/he is required to submit all relevant travel receipts via Gatton College's web-based [Travel Reimbursement Form](#). Once submitted to the Business Office, an expense report will be available to the traveler for review and approval through [MyUK](#) Workflow on the "Enterprise Services" tab. When the Business Office is in need of further information, it will keep communication minimal so that the traveler's business duties are not interrupted.
- A. **Travel Reimbursement Form:** Information entered in this form will provide the Business Office with all details needed to reimburse the traveler:
 - i. **Employee Information**
 - ii. **Details of Travel:** Business Purpose, Funding Allocation, Expense Type (select "Travel - Misc" to submit all expenses in one entry for reimbursement)

- iii. **"Additional Information"**: At the bottom of the form is a text field the traveler can enter any information relevant to the travel such as flight delays, specific meal per diem requests, and/or expense purpose(s).
- iv. **Upload Document(s)**: Click the "Browse..." button to upload your file(s). PDF, DOC, GIF, JPG, JPEG, and PNG are preferred formats.
- v. **Reimbursement**: Following the submitting of this form, traveler will receive an automated email from MyUK indicating your report is ready for your approval along with instructions for how to approve. Following approval of the report by University Financial Services, traveler will receive email regarding reimbursement to UK employees via direct deposit.